



PORTERVILLE DEVELOPMENTAL CENTER

JOB OPPORTUNITY BULLETIN

ENERGY RESOURCE SPECIALIST I

SALARY RANGE:	\$4,759 - \$5,914
TENURE/TIME BASE:	Permanent/Full-Time
PROGRAM/DEPARTMENT:	Plant Operations
FINAL FILING DATE:	Continuous Until Filled
JOB CONTROL #:	JC-22742

DESCRIPTION OF DUTIES: Work under the direction of the Chief of Plant Operations III by assignment of the Administrative Director: studies the principles and techniques in the area of work to which assigned, under supervision and applies them; participates in analytical studies of energy assessment; gathers, tabulates and analyzes data; interviews and consults with management, employees and recommendations on procedures, policies and program alternatives; reviews and analyzes proposed legislation and advises management on the impact or potential impact; prepares correspondence.

WHO IS ELIGIBLE TO APPLY: Candidates must possess Civil Service Eligibility to apply for this vacancy. Civil Service Eligibility consists of being a current or former California state employee (i.e. DROA, SROA, departmental and general re-employment list procedures or employee transfers) or be list eligible as a result of taking an examination.

HOW TO APPLY: Submit a completed standard state application (STD. 678), Criminal Record Supplemental Questionnaire and copy of Bachelor's Degree, if applicable. Applications submitted for vacancies must include the Position Title and Job Control Number in the Job Title Section and **MUST** be signed and dated. Applicants should indicate on their application the type of eligibility they currently possess and which qualifies them to apply at this time. Please indicate your eligibility on the title section of the STD-678. Candidates who do not submit all of the required documents will not be considered in the selection process. Surplus applicants must attach a copy of their surplus letter. All applications will be screened and only the most qualified will be contacted for an interview. Applications may be obtained from the Human Resources Personnel Office at the Porterville Developmental Center or completed and downloaded from the website indicated below. NOTE: All appointments are subject to State Restriction of Appointment (SROA), Departmental Restriction of Appointment (DROA), and Re-employment List procedures, pre-employment physical and fingerprint clearances. Further Information on the definition of the above may be found on the California State Department of Human Resources website at www.calhr.ca.gov.

Applications must be received to the address specified below no later than close of business (5:00 p.m.) of the final filing date unless otherwise specified. Applications postmarked, personally delivered or received via inter-office mail after the final filing date will not be processed. Faxed applications will not be processed.

PLEASE SEND YOUR COMPLETED STATE APPLICATION (STD-678) TO THE FOLLOWING:

Porterville Developmental Center
 Human Resources Personnel Examination and Recruitment
 P.O. Box 2000
 Porterville, CA. 93258
 26501 Ave. 140
 Porterville, CA. 93257
 (559)782-2322 or (559)782-2087 *(Contact Cecelia Goucher or Amanda Avila for questions specific to the essential functions of the position only).*

PORTERVILLE Developmental Center is an equal opportunity employer to all regardless of age, ancestry, color, denial of family and medical care leave, disability, gender identity or expression, genetic information, marital status, medical condition, military and veteran status, national origin, political affiliation, race, religion, sex, or sexual orientation of any person.